

## MANILAQ ASSOCIATION

11/05

Title: Charge Nurse  
Status: Non-Exempt  
Housing Priority: 1  
Safety Sensitive: Yes

Department: Ambulatory Care  
Range: 16  
Name Check: Yes  
Fingerprints: Yes

### POSITION SUMMARY

Coordinates daily clinical functions of Ambulatory Care nursing staff; coordinates the continuity of care while ensuring the patient gets proper treatment to maximize health and minimize hospitalization for a variety of populations while providing optimal timing in all aspects of care in the rural Alaska setting; advocates for patients; collaborates with community agencies to provide the most effective, cost efficient care to meet the patient's individual and dynamic needs; reports to the Assistant Director of Nursing.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides day to day guidance and problem solves departmental issues with minimal direction from Assistant Director of Nursing.
2. Assists in maintaining current policy and procedures manual. Develops new policies and procedures when necessary. Responsible for reviewing the manual annually.
3. Makes daily staffing assignments, meal assignments, and covers clinic during times as necessary.
4. Ensures monthly/quarterly reports, performance improvement projects, and reports are complete.
5. Coordinates orientation, annual competencies, and training for staff members with the Assistant Director of Nursing.
6. Identifies staff development needs and develops plans in conjunction with nurse educator to meet these needs.
7. Fosters team approach for nursing staff in coordination with the Assistant Director of Nursing to meet clinic goals and needs.
8. Coordinates the case management for the specialized clinic population served in Ambulatory Care.
9. Case manages a variety of populations to include, but not limited to, chronic and medically complex cases, poor social situations, preventative care, and terminal illnesses with the assigned patient care team. The patient care team includes the patient, family, providers and ancillary health care professionals.
  - a. Develops and coordinates the patient plan of care for the patient care team.
  - b. Consults with the patient care team for the appropriateness of services to include, but not limited to, resource utilization, medication management, and treatment plan.
  - c. Ensures that all critical elements of the plan of care are communicated to the patient and family.
  - d. Evaluates the plan of care to meet the continuing and dynamic care needs of the patient.
  - e. Consults with the appropriate personnel in the health care setting and villages in an attempt to eliminate barriers to a culturally efficient delivery of care in the appropriate setting.
10. Works closely with billers and coders to insure timely, accurate billing information.
11. Employs a high degree of skill in all oral and written communications and personal interactions.
12. Maintains a calm, rational, professional demeanor when dealing with others, even in situations involving conflict or crisis.
13. Maintains absolute adherence to hospital and department policies and procedures regarding confidentiality and patient's rights.
14. Understands the developmental needs of all patients throughout the continuum of life; is able to adjust care to these needs; and documentation reflects this understanding.
15. Assumes responsibility and accountability for individual nursing judgments and actions.
16. Provides guidance and leadership to other personnel in the form of in-services and orientation/preceptorship and participates in committee activities.
17. Participates in departmental and organizational performance improvement activities.
18. Participates in continuing education activities.

19. In emergency situations, initiates appropriate nursing measures.
20. Operates and monitors a significant variety of specialized equipment as needed.
21. Maintains clinical competency and current knowledge of regulatory and payer requirements to perform job.

#### SKILLS AND KNOWLEDGE

Masters Degree, Baccalaureate Degree, Associates Degree, or Diploma in Nursing from an accredited college or university. Current Alaska licensure as a Registered Nurse. Minimum of 1 year nursing experience. ACLS preferred, must be willing to get ACLS training within 90 days of hire. Ability to lift up to 70 pounds and spend long periods of time standing or walking. Employee may be exposed to communicable diseases and hazardous materials. Must be able to pass the core competencies assigned to the unit annually.

#### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in this job.

#### REVIEW/APPROVAL

_____ Immediate Supervisor	_____ Date	_____ Second Level Supervisor	_____ Date
_____ Human Resources	_____ Date	_____ Employee	_____ Date